

# Chapter 1 – Getting Started

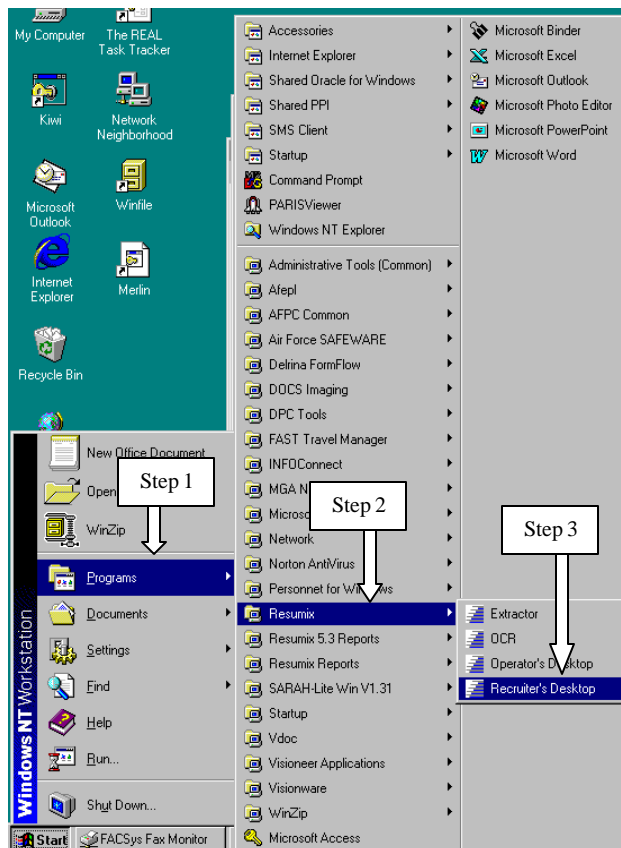
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## Logging On To Resumix

**Step 1:** From the Start Menu, Select **Programs**

**Step 2:** From the Programs Menu, Select **Resumix**

**Step 3:** From the Resumix Menu, Select **“Recruiter’s Desktop.”**

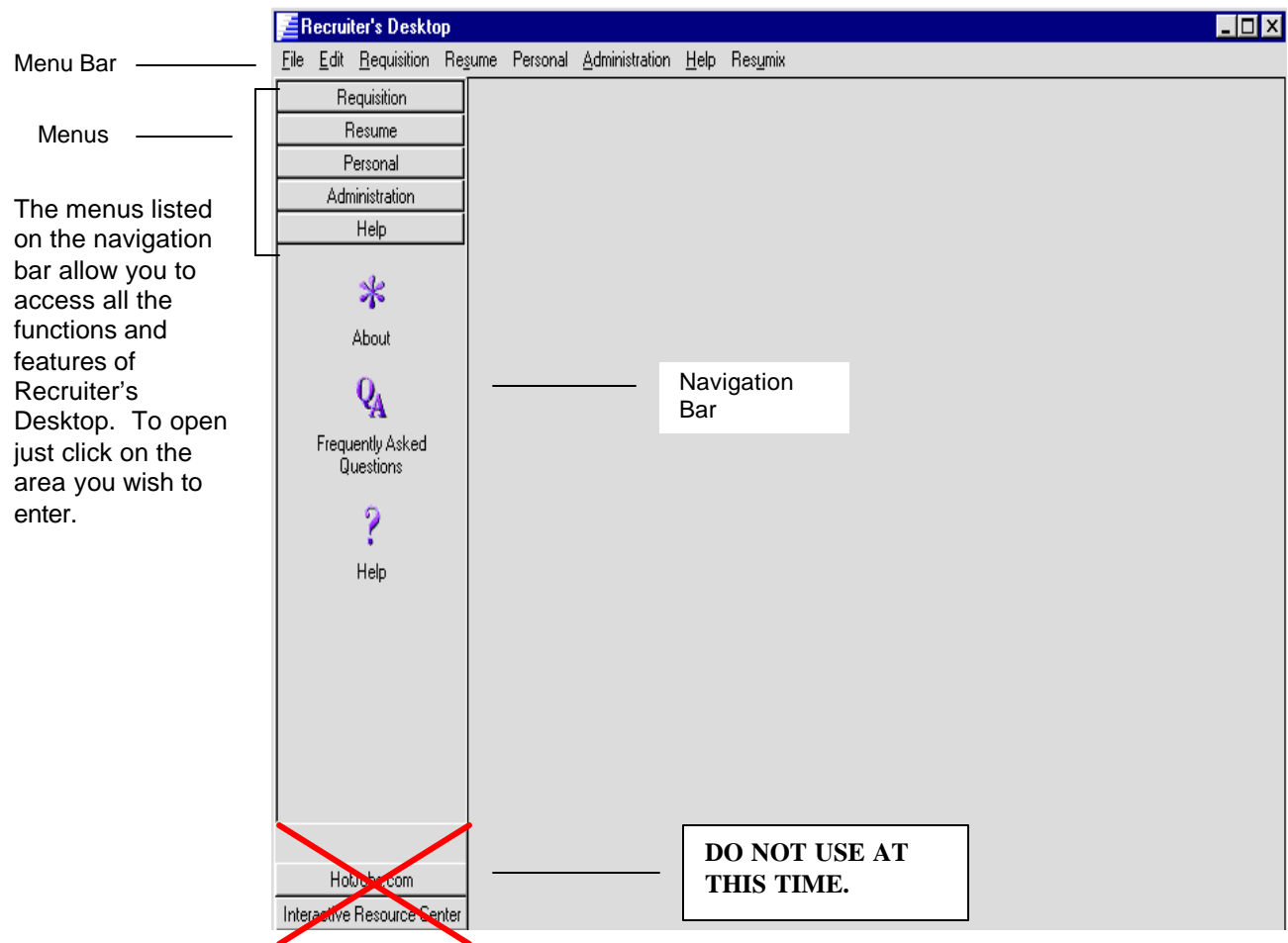


**Step 4:** Once you have made your selection, the system will prompt you for your User Name and Password. Complete these fields and click **<OK>**.



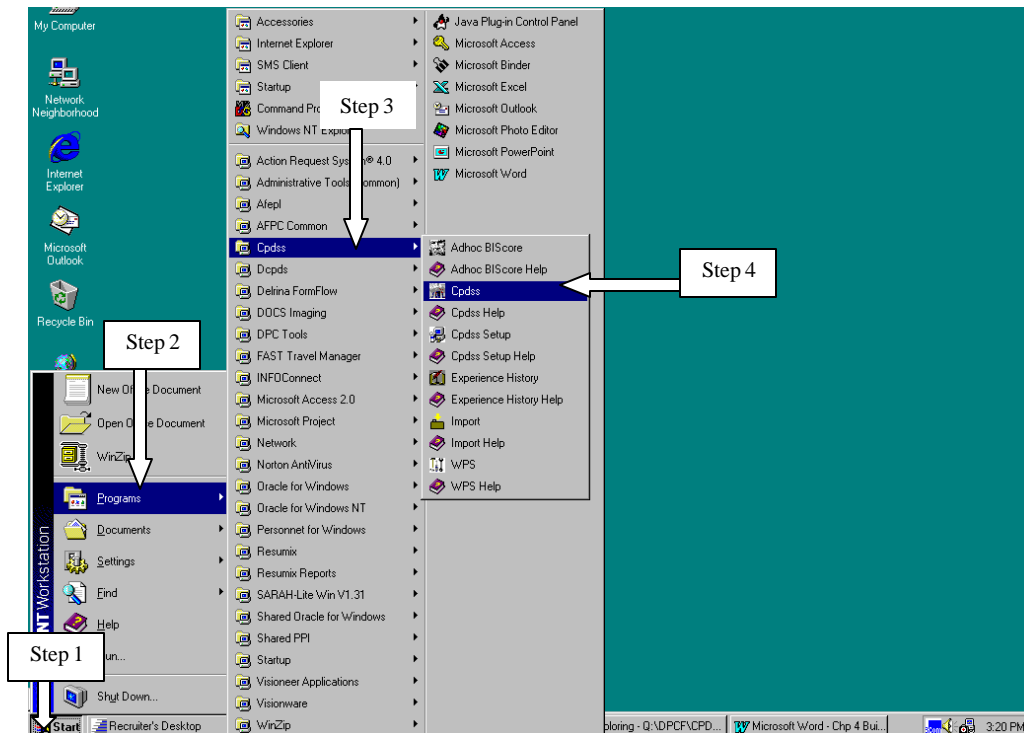
**Note:** It may take a few minutes before the system connects.

The **Recruiter's Desktop** Window will be displayed. Resumix is now active on your desktop.

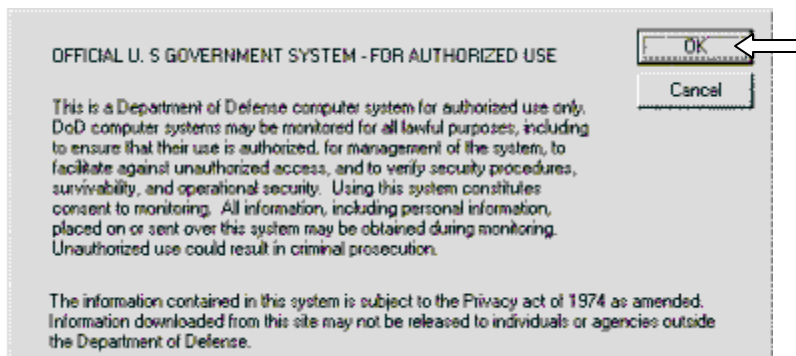


# Logging On To CPDSS

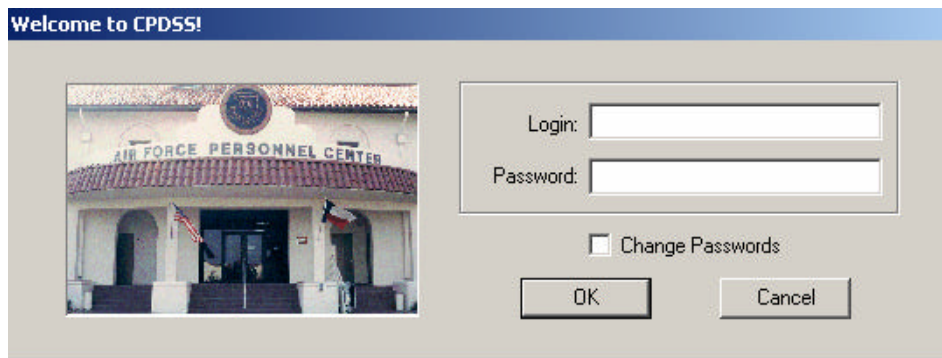
To open the CPDSS application, select  using the steps shown below.



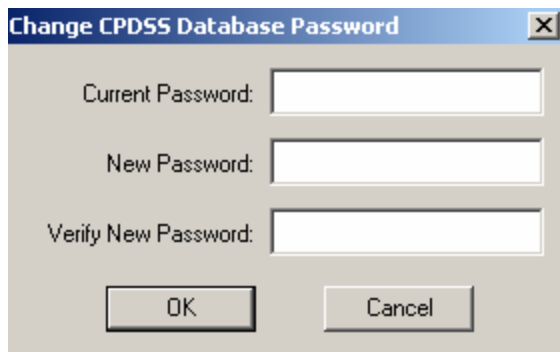
The following will be displayed. Click **<OK>**.



Enter your CPDSS login and password on the **Welcome to CPDSS!** Window. Click **<OK>**.

A screenshot of a Windows-style login window titled "Welcome to CPDSS!". On the left is a photograph of the Air Force Personnel Center building. On the right, there are two text input fields labeled "Login:" and "Password:". Below these fields is a checkbox labeled "Change Passwords". At the bottom right are two buttons: "OK" and "Cancel".

Upon successful initial login, you will be prompted to change your password. The following screen will appear for you to change your password for the CPDSS database. After you change this one, you will be prompted to also change you Experience History (EH) database password. Another screen similar to the one below will pop up so you can change that password. You generally use the same password for both CPDSS and EH.

A screenshot of a Windows-style window titled "Change CPDSS Database Password" with a close button (X) in the top right corner. The window contains three text input fields labeled "Current Password:", "New Password:", and "Verify New Password:". At the bottom are two buttons: "OK" and "Cancel".

Upon successful completion of changing your passwords, a momentary splash screen like below will flash on your desktop.



The **CPDSS** Window will be displayed on your desktop. The CPDSS application is now active.

The screenshot shows the main window of the CPDSS application. At the top is a title bar with the text "CPDSS - Civilian Personnel Decision Support System". Below it is a menu bar with options: File, View, Actions, Tools, Reports, Help. A toolbar follows, containing various icons for file operations (like save, open, print), search, navigation, and help. The main workspace has several input fields at the top: "PP-SER-GR:" followed by a text box, "Career Program:" followed by a text box, and "Job Analysis Promotion Plan Template:" followed by a text box. Below these are "Entry Grade:" and "Position Title:" fields, with a "Change" button to the right. The central part of the screen is a large table with 13 columns: Tracking Code, Rank, Name, Social Security Administration Number, Pay Plan-Series-Grade, GS/GM High Grade, Score, Algorithm Score, Award Points, Appraisal, Service Computation Date, SPC, ES, Appt Elig, Vet Pref, and Error. The table body is mostly empty, showing a grid of rows. At the bottom, there are horizontal scroll bars for both the table and the overall window.

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